

AR18 - RECORD COLLECTION – UNBILLED RECEIPT (SALARY ADVANCE PAYMENT)

Source Document: Departments Payment Batch Header
 Payroll Salary Warrant

Module: Accounts Receivable (AR)

Roles: AR Payment Processor

This training describes the recommended procedures for recording a receipt to clear a salary advance. In this training the **AR Payment Processor** will clear a Salary Advance for an employee using the **Open Item Key** chartfield value which should match the *last seven digits* of the Employee's Vendor ID number assigned to the employee. When the receipt is posted in the AR Module, the **Open Item Key** is an additional chartfield used to automatically link the employee's salary advance created from the Accounts Payable (AP) side to the AR side of the equation.

Refer to the eLearning course list for additional AR training on receipt collections for unbilled receipts and direct transfers. Refer to training course AP2 – Create Office Revolving Fund (ORF) Voucher Salary Advance for the recommended steps on how to issue Revolving Fund checks for salary advances.

Departments will use their existing business processes to deposit the payroll salary warrant to their bank prior to posting in FI\$Cal.

The **Source Documents** for recording the salary advance payment are:

1. Departments Payment Batch Header
2. Copy of payroll salary warrant

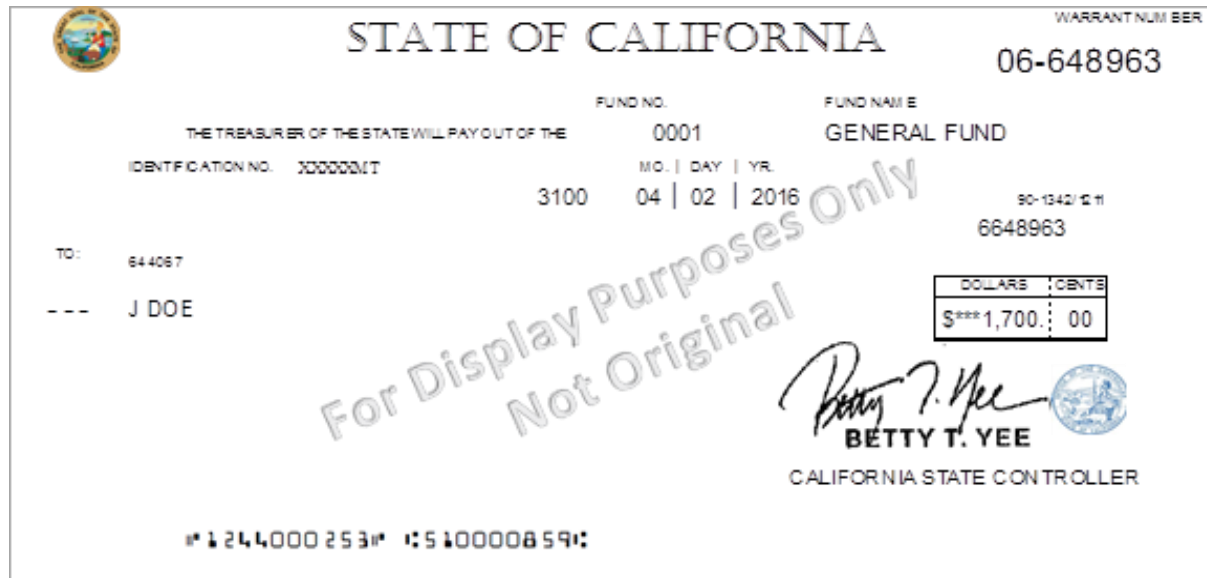
AR 18 - Record Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

An example of the Departments **Payment Batch Header** below shows a receipt of \$1,700 to be applied to an employee's salary advance. The **Open Item Key** is critical in order to link the salary advance issued in the AP Module and close the voucher.

DEPARTMENT OF FINANCE PAYMENT BATCH HEADER															
SALARY ADVANCE PAYMENT				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">DEPOSIT ID #</td> <td></td> </tr> <tr> <td>BATCH TOTAL</td> <td style="text-align: right;">1,700.00</td> </tr> <tr> <td>BATCH COUNT</td> <td style="text-align: right;">1</td> </tr> <tr> <td>FM</td> <td style="text-align: right;">10 - APR</td> </tr> </table>				DEPOSIT ID #		BATCH TOTAL	1,700.00	BATCH COUNT	1	FM	10 - APR
DEPOSIT ID #															
BATCH TOTAL	1,700.00														
BATCH COUNT	1														
FM	10 - APR														
AMOUNT	TRANSACTION		FUND	ENY	ACCOUNT	Open Item Key - Employee Salary Advances									
1,700.00	ORF - Salary Advance		000000244 agency bank acct	2015	1301300	Jane Doe	EMP # 1261234								
1,700.00															
<table style="width: 100%;"> <tr> <td style="width: 20%;">ACCT CODES KEY:</td> <td style="width: 20%;">FI\$Cal</td> <td style="width: 60%;"></td> </tr> <tr> <td>Salary Advance</td> <td>1301300</td> <td style="background-color: yellow;">Note: SA must have Open Item Key information</td> </tr> </table>								ACCT CODES KEY:	FI\$Cal		Salary Advance	1301300	Note: SA must have Open Item Key information		
ACCT CODES KEY:	FI\$Cal														
Salary Advance	1301300	Note: SA must have Open Item Key information													
<table style="width: 100%;"> <tr> <td style="width: 80%;">Bank Deposit Slip #</td> <td style="width: 20%; background-color: #f8d7da;">1244000254</td> </tr> <tr> <td>Bank Deposit Date</td> <td style="background-color: #f8d7da;">4/15/2016</td> </tr> </table>								Bank Deposit Slip #	1244000254	Bank Deposit Date	4/15/2016				
Bank Deposit Slip #	1244000254														
Bank Deposit Date	4/15/2016														
AR Payment Processor Notes: Print out AP Payment Vouchers as backup (to determine salary vs expense advance) BANK ACCOUNT = 244 Set up on Payment Tab: Check, Check, ORF CASH Select the Journal Directly Box															
AR Payment Approver Notes: <div style="background-color: yellow; padding: 5px;"> For Salary Advance - be sure to select the Journal Reference Info TAB and post Open Item Key (ties to Employee) (Refer to Job Aid 044 - Clearing Salary Advance) </div>															
_____ AR Payment Processor						_____ DATE									
_____ AR Payment Approver						_____ DATE									

Useful information such as the bank deposit slip number and the date are included on this form.

An example of the 2nd source document includes a copy of the employee's payroll warrant.



The image shows a State of California payroll warrant. It includes the state seal, the title "STATE OF CALIFORNIA", and a warrant number "06-648963". The warrant specifies a payment of \$1,700.00 from the General Fund to J. Doe. It is signed by Betty T. Yee, the California State Controller. A large diagonal watermark reads "For Display Purposes Only Not Original".

DOLLARS		CENTS
\$1,700		00

1 244000 253 1 5 100008 59

The **AR Payment Processor** will create the deposit entry in the AR Module. Steps are:

- 1 - Navigate to Accounts Receivable>Payments>Online Payments>Regular Deposit
- 2 - Enter your Business Unit in the **Add a New Value** tab
- 3 - Click Add

1 Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

FI\$Cal

Regular Deposit

Find an Existing Value Add a New Value

2 Deposit Unit: 8860 Deposit ID: NEXT

3 Add

The **AR Payment Processor** will post the following fields on the **Totals** tab:

- 1 - Enter Accounting Date (Bank deposit date)
- 2 - Enter "STATE" for Bank Code
- 3 - Enter your agency Centralized State Treasury (CTS) Bank Account
- 4 - Enter "R" for Regular Deposit
- 5 - Enter the STO Report of Deposit number for Bank Deposit Number
- 6 - Enter "USD" for Control Currency

The screenshot shows the FI\$Cal web application interface. At the top, there is a navigation bar with 'Favorites' and a breadcrumb trail: 'Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit'. Below the navigation bar is the FI\$Cal logo. The main content area has two tabs: 'Totals' (selected) and 'Payments'. Below the tabs, there are fields for 'Unit: 8860' and 'Deposit ID: NEXT', followed by a 'Delete Deposit' button. The form is divided into two columns of input fields. The left column contains: '1*Accounting Date:' with a date picker set to '04/15/2016'; '2*Bank Code:' with a dropdown set to 'STATE' and a search icon; '3*Bank Account:' with a dropdown set to '244' and a search icon; '4*Deposit Type:' with a dropdown set to 'R' and a search icon; and '5 Bank Deposit Number:' with a text input set to '1244000254'. The right column contains: '6 Control Currency:' with a dropdown set to 'USD' and a search icon; 'Format Currency:' with a dropdown set to 'USD'; 'Rate Type:' with a dropdown set to 'CRRNT'; 'Exchange Rate:' with a text input set to '1.00000000' and a search icon; and 'Identifier:' with an empty text input.

Field	Value
Unit	8860
Deposit ID	NEXT
1*Accounting Date	04/15/2016
2*Bank Code	STATE
3*Bank Account	244
4*Deposit Type	R
5 Bank Deposit Number	1244000254
6 Control Currency	USD
Format Currency	USD
Rate Type	CRRNT
Exchange Rate	1.00000000
Identifier	

The **AR Payment Processor** will continue to enter information in the **Controls Total** section of the Payments tab:

- 7** - Enter the **Control Total Amount** (should tie to the Report of Collection Batch Total)
- 8** - Enter **Count**
- 9** - Click on the **Payments** tab at the top

Totals **Payments** **9**

Control Totals

7 Control Total Amount:

1700.00

8*Count:

1

Entered Total Amount:

0.00

Count:

1

Difference Amount:

1700.00

Count:

0

Posted Total Amount:

0.00

Count:

0

Journalled Total Amount:

0.00

Count:

0

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The **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 - Enter Payment ID
- 2 - Enter Amount
- 3 - Click on the Journal Directly checkbox
- 4 - Select "Check" for Payment Method
- 5 - Under the Additional Payment Information, select "Check" for Payment Method and ORF Cash for Cash Type
- 6 - Optional – document notes or relevant information in the Notes box
- 7 - Scroll down and click Save

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

FISCAL

Totals **Payments**

Unit: 8860 Deposit ID: NEXT Date: 04/18/2016 Balance: *** Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq: 1 **1** *Payment ID: ORF - SAL ADV *Accounting Date: 04/15/2016

Amount: 1700.00 **2** Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

☐ Payment Predictor **3** ☒ Journal Directly ☐ Range of References

Payment Method: Check **4** Attachments (0)

Additional Payment Information Find | View All First 1 of 1 Last

Payment Method: Check **5** Reference Number:

Cash Type: ORF Cash ☐ Received by SCO

Check Date: City Code:

Description: County Code:

Tax Amount:

Notes

Open Item Key: 1261234 **6**

NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process .

Save Notify Refresh

AR 18 - Record Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

Using the scroll bar, scroll back to the top of the page:

- 1 - After clicking Save, the NEXT functionality of FI\$Cal will assign a unique Deposit ID.
- 2 - The deposit will show “Balanced” when the payments match the control totals

Navigation: Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

FI\$Cal

Totals | **Payments**

Unit: 8860 Deposit ID: **1** | 493 Date: 04/18/2016 Balance: **2** Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq:	1	*Payment ID:	ORF - SAL ADV	*Accounting Date:	04/15/2016
Amount:	1700.00	Currency:	USD		
Rate Type:	CRRNT	Exchange Rate:	1.00000000		
<input type="checkbox"/> Payment Predictor		<input checked="" type="checkbox"/> Journal Directly		<input type="checkbox"/> Range of References	
Payment Method:	Check	Attachments (0)			

Additional Payment Information Find | View All First 1 of 1 Last

Payment Method:	Check	Reference Number:		<input type="checkbox"/> Received by SCO
Cash Type:	ORF Cash	City Code:		
Check Date:		County Code:		
Description:		Tax Amount:		

Notes

Open Item Key: 1261234

AR 18 - Record Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

Submit Bank Deposit Report of Collection and supporting documents to the AR Payment Approver to approve the deposit.

See AR19 - Approve Collection – Unbilled Receipt (Salary Advance Payment)